

**Election Day
Contact Numbers**

**BEFORE POLLS
OPEN**

Machine
Problems **753-1514**

Missing
Both **753-1523**

Inspectors
From Same **753-1539**
Party

(call by 5:45am for General
Election or 11:45am for Primary
Election)

Missing
Critical
Supplies **753-1555**
Needed to
Get Your Polling Site
Open and Operating

**AFTER POLLS
OPEN**

Machine
Problems **753-1514**

Supplies not
needed
immediately **753-1501**

Missing One
Inspector **753-1523**
from Either
753-1539
Party

Voter
Questions **753-1550**

Call-In
District **753-1543**
(selected ED)

Monroe County Board of Elections

Coordinator Handbook

Revised July 1, 2007



PETER M. QUINN
COMMISSIONER

DOUGLAS E. FRENCH
DEPUTY

THOMAS F. FERRARESE
COMMISSIONER

SHEILA M. FLEISCHAUER
DEPUTY

Monroe County Board of Elections
39 West Main Street
Rochester, NY 14614
www.monroecounty.gov

For Questions or Concerns

Peter Elder
Republican County Coordinator
753-1523

Leave voice mail message if unavailable
For Emergencies call John Fernandez 753-1534
pelder@monroecounty.gov

Nancy Welch
Democratic County Coordinator
753-1539

Leave voice mail message if unavailable
For Emergencies call Linda Cummings 753-1555
nwelch@monroecounty.gov

A Message from the Commissioners

The Inspector Coordinator is a vital part of our election team here in Monroe County.

As a Coordinator, you are the managers of the election inspectors for your jurisdiction. You are the conduit between the Board of Elections office and the Election Inspectors who will be working at the polling site on Election Day.



*Commissioner
Peter Quinn*

Election Inspector Co-Coordinators are recommended by the Political Party Leader of your jurisdiction and appointed each year by the Commissioners of Elections.

One of the most important duties of this position is the recruitment and assignment of election inspectors for your area. We will assist you with resources and support. Together the Board of Elections, the Coordinators and the Election Inspectors form the team that will conduct the election and process the voters on Election Day.

Your role will play a major part in providing the integrity to one of our most basic and important freedoms, Our Right to Vote!



*Commissioner
Thomas Ferrarese*

As Commissioners on behalf of our entire community, we thank you for your commitment to the election process. We look forward to working with you and to the continued success of the Election Inspector Co-Coordinator program.

Introduction from Peter & Nancy

Coordinators are the link between the Board and our inspectors. You are who we speak to most often, who we rely on to



*Nancy
Welch*

schedule our inspectors, make sure they are trained, and trouble-shoot on Election Day.

You are the supervisory eyes and ears of our efforts. We are grateful for the work you do.



*Peter
Elder*

This manual is an expression of our desire to make sure you are well equipped to do your jobs before, during and after an election day. And always remember that we are here, backing you up. Never hesitate

to call with questions or comments, especially with suggestions about how we can improve our inspector program. Again, thank you for your hard work and dedication to making our elections a success.

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Coordinator Appointment

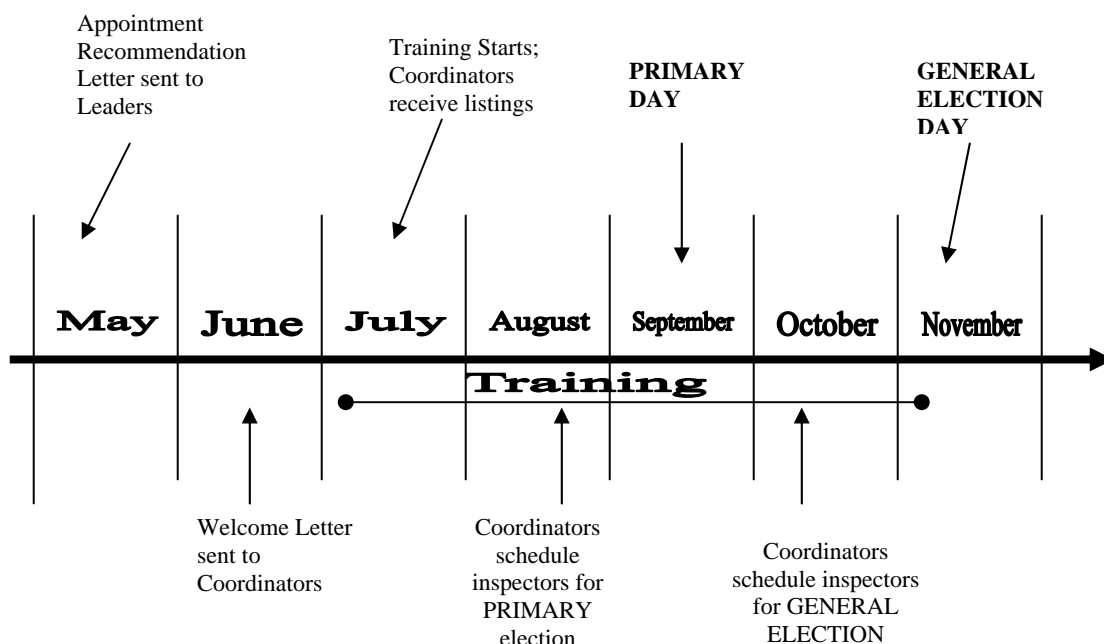
The Coordinator Program began and continues as an effort to assist Committee Leaders with the vital task of appointing, scheduling, and supervising inspectors. The Leaders of each jurisdiction are responsible for recommending inspectors and Coordinators to the Commissioners.

Leader Recommendations

By May 1st, Leaders are asked to recommend an individual to the Commissioners for appointment as a Coordinator. Inspector Coordinators should be active members of their political committees. Inspector Coordinators should be experienced Inspectors who drive and have Election Day transportation. Inspector Coordinators must be available during all polling hours on all election days. They must attend one training session per year. Normally, an Inspector Coordinator may not serve as a paid Inspector; a leader may not serve as an Inspector Coordinator. Just as Coordinators assist Leaders, Leaders should work with Coordinators to provide political backup, especially on Election Day. Committee Leaders should consider being inspectors and inspectors should consider being Committee members.

Commissioner Appointment

Coordinators are appointed by the Commissioners for one year terms beginning on July 15th. At the time of appointment, Coordinators will receive a packet of information from the Board of Elections including initial inspector listings showing active (working) inspectors from the previous election and a supplemental listing of substitute and expressed interest inspectors.



Coordinator Work Timeline

Inspector Assignment

- Assign TWO inspectors to each Election District (ED).
- Always try to schedule inspectors in your own LD or Town first; check with the Board of Elections if you are unsure where someone lives.
- Inspectors should be registered in your party (call Board of Elections if you have questions). They must be able to read and speak English and may not be the spouse, child, or parent of a candidate on the ballot in the ED.
- Schedule to cover EACH election District with two inspectors. The Board does not endorse the idea of inspectors running back and forth between tables to cover multiple EDs within a site.
- Avoid half-day inspector assignments: always try to assign inspectors for full days.
- You **MUST** use the Board of Elections listings when making your assignments: If there is no change, leave the name(s) listed alone; if there is a change (one or both of the inspectors listed are unable to work), cross-off the name or names and write in the new names and other information down below in the space provided. **REMEMBER:** When an inspector is scheduled to work, they will be made active; when they are not working, and they are trained, they will be made a substitute.

- Report these assignments to the Board of Elections (BOE) on lists provided by the due date listed.
- If you find yourself short of inspectors and have exhausted your substitute and expressed interest listings, you have a few options: (1) Call the BOE and have us prepare a listing of registered voters in your party to recruit from; (2) call your Leader and seek assistance or (3) call an adjacent coordinator and see if they can lend you their extra inspectors.

Explanation of Inspector Status:

- A** *A trained working Inspector/worked Last Election.* May be changed by Coordinator to Hold, Substitute or made inactive.
- S** *Substitute. Trained, not scheduled to work.* May be changed by Coordinator to Active status. An person with substitute status will only remain on the file for 3 years and then will be made an EX.
- H** *Hold; Coordinator requesting trained inspector be listed with those working.*
- EX** *Expressed an interest.* Voter interested in being an inspector but not trained. May only be made active or substitute if trained. A person with EX status will only remain on the file for three years and then will be inactivated.
- I** *Inactive.* No longer working.

FOR TOWN COORDINATORS ONLY:

At least 5 days before Election Day, submit a listing of your inspector assignments to your town clerk.

Inspector Oversight

- When necessary, **recruit** new inspectors. The Board can provide you with lists that have the names, addresses, and phone numbers of registered voters of your party within election districts.
- Make sure inspectors attend training sessions. All inspectors must attend annual training and pass an examination. *In those instances that an inspector fails an exam, the will be sent a notice to attend make-up training..*
- Ensure that Inspectors understand they *may not work* if they have not attended training and passed the exam.

Coordinator Responsibilities

- Attend a training session and pass the exam each year.
- Visit polling sites and inspectors on each election day. Assist inspectors if they have questions. Ensure a smooth and orderly election day.
- Be available by phone 30 minutes before polls open and one hour after polls open. Make sure all inspectors have the coordinator's main contact number in case inspectors or BOE need to get in touch with you.
- Check with BOE at least once during Election Day.
- Cooperate and work with your counterpart of the other party. Make sure you are talking to him or her about supply pick-up and delivery, districts to visit on election day, and any other concerns or questions you might have.

Supply Pick-Up & Delivery

In many of the Towns and in the City, Coordinators are responsible for picking-up the election day supply bags and delivering them to an inspector (often the Chair from the year before). Supply bag pick-up usually occurs three or four days prior to the election. The bags are picked up at the Board of Elections (or may be delivered) for the City Coordinators or at the Town Hall for Town Coordinators. City Coordinators must report which inspector has the supply bags at least 2 days before the election. Unless given permission from the Commissioners, the supply bags **must never be opened** prior to election morning.

Inspector Etiquette

There are times you must be firm with your inspectors. But on the whole, recall that we would not be able to process an election without them. Try to sympathize with the inspectors: understand that many inspectors are accustomed to a particular polling site, a certain set of compatriots to work with and even to the voters they will be serving. Sixteen hours wears on many inspectors: be understanding about the time involved, the sometimes monotonous, other times rushed, environment that they deal with once or twice a year. You must be persuasive about getting inspectors to work and perceptive about making sure they will be **ABLE** to work to ensure the smooth conduct of elections.

COORDINATOR LISTINGS

Inspector Assignment Form - 2006 GENERAL ELECTION

Tuesday, November 7, 2006, 6am-9pm

LD 27 REPUBLICAN

PAMELA J OBRIEN

545-4319

- Assign TWO Inspectors per reporting district (Except B Machines: assign 3)
- Indicate all assignments (working inspectors) by "X" in box before Inspector Name; write in additions/corrections in blank spaces; place a line through inspectors who will not be working
- Please put an "X" through Inactive box if inspector will no longer work. Put "H" if you wish to make a "HOLD"

Please Return to Peter Elder (753-1523) by Mail or Fax (753-1521) by Monday, October 23rd

Working	Inspectors	Phone #	Residence Address	St	Yrs	Inact
27-12						
	<input type="checkbox"/> + MAUREEN COLLINS PASS 18866835	594-0686	246 GOLDEN RD 14624	A	2	<input type="checkbox"/>
	<input type="checkbox"/> + IRIS GOULBOURNE PASS 8863909	235-2297	508 WESTFIELD ST 14619	A	3	<input type="checkbox"/>
Correction/Addition: Name: Reg Number: Phone: (note only changes) Residence Address/ZIP: (note only changes) Notes						
B Only						

Election District

Coordinator Area

Place an "X" in this box if the inspector will be working

"I" in this box means the Inspector is Inactive on the voter file; please make sure the inspector registers before assigning

"P" in this box means the Inspector is registered out of party

"B" in this box indicates this district has a B machine; assign 3 inspectors; assign the third inspector in the gray "B Only" row

"N" in this box means the Inspector has a comment attached to their file at the BOE

"W" in this box indicates that the inspector worked the last primary election

"H" in this box indicates this district should have a Spanish Interpreter

Note the DUE DATE listings must be returned by

Place an "X" if the active inspector is no longer able to work

"C" in this box indicates this district is a call in district; inspectors MUST call the Board of Elections at specific times during the day and report the public counter number of their machine. These districts are given quarters if a pay phone must be used.

If the two inspectors listed will be working, leave the entry alone; if not, cross-off the one not working and write in the new working inspector in the spaces provided

Inspector Assignment Form - 2006 GENERAL ELECTION
Tuesday, November 7, 2006, 6am-9pm
LD 27 REPUBLICAN PAMELA J OBRIEN 545-4319

Please Return to Peter Elder (753-1523) by Mail or Fax (753-1521) by Monday, October 23rd

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Correction/Addition: Name: Reg Number: Phone: (note only changes) Residence Address/ZIP: (note only changes) Notes						
B Only						
27-13						
	<input type="checkbox"/> + MARIE BONN PASS 2011142	328-1162	1573 CHILLI AVE 14613	A	1	<input type="checkbox"/>
	<input type="checkbox"/> + SUSIE WATKINS PASS 4587631	458-7631	18 LOCUST ST 14613	A	1	<input type="checkbox"/>
Correction/Addition: Name: Reg Number: Phone: (note only changes) Residence Address/ZIP: (note only changes) Notes						
B Only						
27-14						
	<input type="checkbox"/> + BERNARD HELFERT PASS 1810491	247-8720	527 VALLEY CREEK R 14624	A	3	<input type="checkbox"/>
	<input type="checkbox"/> + REBECCA FRIEDMAN PASS 1810491	279-9124	27 DUNBAR ST 14619	A	3	<input type="checkbox"/>
Correction/Addition: Name: Reg Number: Phone: (note only changes) Residence Address/ZIP: (note only changes) Notes						
B Only						

ELECTION DAY OVERVIEW

General Elections

In a General Election, all election districts will report. Coordinators must assign 2 inspectors per election district. There may be multiple election districts in a polling site, but Coordinators must always assign inspectors per election district. General Elections will tend to have higher voter turnout. The greatest number of voters will turn-out in those years that a Governor and President are on the ballot. If there is a B machine, coordinators must assign 3 inspectors.

Primary Elections

For most Primary Elections, election districts will be **consolidated**. This means that two or more districts will vote on the same machine, have the same poll ledger and be staffed by one set of inspectors. **Coordinators are responsible for assigning 2 inspectors per consolidated district.**

Usually, districts are consolidated in a polling site. (for instance, the Great Church might usually have both EDs 4 and 6, with their own machines, poll ledgers and staff of four inspectors in a General Election. In a Primary Election, districts 4 and 6 might be merged together with one machine, one poll ledger and one set of four inspectors).

Presidential Primary

The Presidential Primary is held every four years in March of the same year in which the Presidential Election will occur. Usually, the election districts in a Presidential Primary are consolidated.

Local Registration

Local Registration usually occurs in October preceding a Presidential Election. All the supplies and information needed for registration will be at the registration site. The inspector's job is to assist the public in registering to vote, change their address or obtain an absentee ballot application. The Coordinator is responsible to assign two inspectors for each shift for all days of registration.

Polling Site Etiquette

When you enter a polling site, remember that the Board or the Town has made agreements to use that site. We need the sites. If you identify a problem, hand the situation diplomatically: *never yell at anyone*. Advise inspectors tactfully and assist them if you can. If an inspector is being difficult, take them aside and solve the problem. If you interact with an interpreter, school staff, a custodian, a manager or any other worker, remember to do so calmly and with the intent to make it a smooth, efficient and well run election day.

Interacting with Other Coordinators

Often, you will need the assistance of your counterpart in the other party. You may also need help from coordinators in your own party. Be courteous and helpful and that behavior will likely be reciprocated. If conflicts or questions arise, always call the Board of Elections.

Election Day Responsibilities

On an election day, Coordinators should help assist and supervise inspectors. Election Inspectors should heed the advice of the Coordinators. **Remember, on an election day, both Coordinators, from either party, have the same authority and responsibility.** If any conflicts arise between the inspectors or the inspectors and a coordinator, call the Board of Elections immediately.

◆ **SUPERVISE, DON'T SUBSTITUTE**

Coordinators are responsible for ensuring inspectors are present at their correct election district on election day. Also, coordinators should oversee that the inspectors are following correct election procedures. However, Coordinators should not serve as inspectors nor take on the duties of inspectors. Coordinators should not drop off or pick-up bags or supplies on election day. They should not provide inspectors with rides to the polling site.

◆ **BE AVAILABLE**

At the beginning of an election day, Coordinators should be available for at least 30 minutes prior to polls opening and one hour after polls opened to take calls from their inspectors or the Board of Elections.

◆ **WATCH OUT FOR NO SHOWS**

There may be some scheduled inspectors unable to work on an election day. Sometimes inspectors never show up at their election district. If this happens, Coordinators must fill the vacancies with substitute inspectors during the morning hours.

◆ **VISIT POLLING SITES**

Prior to election day, the Democrat and Republican Coordinators for a particular jurisdiction should divide the polling sites between them. Starting in mid-morning on election day, Coordinators should begin to “make-the-rounds” and visit inspectors at polling sites. All polling sites should be visited on an election day. Coordinators should supervise inspectors, not substitute for inspectors.

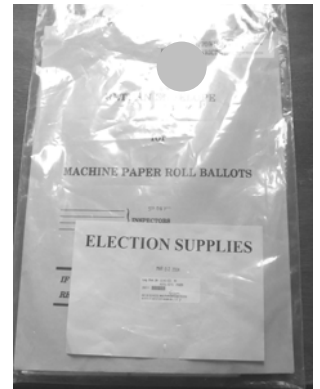
What to look for at a Polling Site

- **Assignment**: Are the inspectors a coordinator assigned to a table actually sitting there? If not, coordinators may move their **own** inspectors to the correct table. If inspectors are present that were not assigned by either coordinator, contact the Board of Elections. If the inspectors have already signed pay vouchers or Certificates of Service, all the Board of Elections.
- **Set up**: Can the voter readily find the inspector table and the machine?
- **Organization**: Are signs posted so voters can see them? Is the distance marker posted? Are the poll book, street guide, flip chart and affidavit ballots on the table?
- **Traffic Flow**: Is there a smooth traffic flow through the polling site?
- **Chairperson**: Have the inspectors chosen a Chairperson? If not, encourage them to do so.

Election Day Responsibilities - CONTINUED

♦ **KNOW ABOUT SUPPLY RETURN**

Find out and note which inspector is returning the supplies at the close of the polls. Ask the inspector if they know the return location. Remind inspectors that everything gets packed in the voting machine **except the items with an orange dot**. Orange dot items go in the orange dot bag and dropped off at the designated location.



♦ **REMIND INSPECTORS ABOUT ELECTION PROCEDURES**

Take a moment and observe if inspectors are following basic election procedures. Make sure they know if their district is a **Call-in District**. Make sure they allow the **Spanish Interpreter** to sit at their table. Remind them about proper procedure for **Assisting Voters and Voters with Disabilities**. Remind them to consult their Manuals and the flip chart if they have questions. If, after using their supplies, they still have a question, the inspectors **MUST** call the Board of Elections.

♦ **CHECK IN WITH THE BOARD DURING THE DAY (753-1523 or 753-1522)**

Special Duty – City Supply Return

Some City Coordinators have the additional duty of supervising the receipt of supplies at the end of the evening at one of the Board of Elections supply return locations. The inspectors in LDs 21, 23, 24, 26, 28 and 29 are responsible for dropping off their orange dotted bag containing their orange dotted items at the end of the evening to one of these locations. The Coordinators note on a list that the supplies have been received. The supplies are transported to the Board, where with the tally sheets from LDs 22, 25, and 27 are separated and the unofficial returns entered into the BOE election night reporting system.

CITY SUPPLY LOCATIONS AND REPORTING DISTRICTS

BOE Main Office

22-2	22-7	22-11	22-17	22-23	ALL	ALL
22-3	22-9	22-12	22-18	22-24	25 th LD	27 th LD
22-6	22-10	22-13	22-21			

East High School

21-1	21-7	21-14	21-21	21-27	23-4	23-15	23-22
21-2	21-8,28	21-15	21-22	21-31	23-6	23-17	23-23
21-3	21-9	21-17	21-23	21-32	23-9	23-18	23-24
21-4	21-10	21-18	21-24	21-33	23-10	23-19	23-25
21-5,16	21-12	21-19	21-25	21-34	23-12	23-20	23-26
21-6	21-13	21-20	21-26	23-1	23-13	23-21	23-27

Sacred Heart School Parking

6-1	7-1	26-4	26-11	26-17	28-6	28-12	28-18
6-2	7-2	26-5	26-12	28-1	28-7	28-13	28-19
6-3	7-3	26-7	26-13	28-2	28-8	28-14	28-21
6-4	26-1	26-8	26-14	28-3	28-9	28-15	28-22
6-5	26-2	26-9	26-15	28-4	28-10	28-16	28-23
6-6	26-3	26-10	26-16	28-5	28-11	28-17	28-24
							28-25

St Stanislaus Church

21-11	22-5	22-19	29-3	29-8	29-13	29-19	29-24
21-29	22-8	22-20	29-4	29-9	29-14	29-20	29-25
21-30	22-14	22-22	29-5	29-10	29-15	29-21	29-26
22-1	22-15	29-1	29-6	29-11	29-16	29-22	29-27
22-4	22-16	29-2	29-7	29-12	29-18	29-23	

Trinity Covenant Church

23-2	23-8	24-1	24-5	24-9	24-13	24-17
23-3	23-11	24-2	24-6	24-10	24-14	
23-5	23-14	24-3	24-7	24-11	24-15	
23-7	23-16	24-4	24-8	24-12	24-16	

Post-Election Day

Within 3 days after a General Election, coordinators should:

◆ **Return their pay vouchers to the Board of Elections.**

The Board requires you to indicate on the form your TOTAL mileage (for all elections regarding the voucher). The total salary will be calculated by the Board using the current pay scale

After an election, coordinators should:

- ◆ Save your **final listings of inspectors** to check against next year's listings.
- ◆ Call your Election Inspector Coordinator at the Board and give a follow-up report regarding election day.

Coordinators may be contacted by inspectors post election for a variety of reasons including:

- ◆ Comments from inspectors about problems they encountered on election day, about concerns with other inspectors, or complaints about a polling site.
- ◆ NOT receiving a paycheck. Please direct the inspector to the phone number of the Town Clerk listed below. City inspectors should contact Becky at the City Clerk's office at 428-7421.

Rochester	428-7421	Henrietta	359-7040	Pittsford	248-6200
Brighton	784-5250	Irondequoit	467-8840	Riga	293-3880
Chili	889-3550	Mendon	624-6060	Rush	533-1312
Clarkson	637-1130	Ogden	352-2140	Sweden	637-2144
ER	586-3553	Parma	392-9461	Webster	872-7060
Gates	247-6100	Penfield	340-8600	Wheatland	889-1553
Greece	225-2000	Perinton	223-0770		
Hamlin	964-2421				

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This image shows a vertical rectangular sheet of white paper with horizontal black ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible, starting from the top edge and ending near the bottom edge. The paper has a slight shadow on its right side, giving it a three-dimensional appearance as if it's floating or placed on a surface.

Coordinator Checklists - Election Procedures

Use these check-lists in combination with the Inspectors Check-lists printed on the back of the Inspector Manual

Voter Check-In

- If a Voter is **not** in the correct Election District(ED) **then** Send the voter to the Correct ED (check Map, Verification Letter, or call Board of Elections)
- **A VOTER MUST BE IN THE POLL BOOK TO VOTE ON MACHINE** (or have a Court Order)
- **A VOTER MUST BE IN THE CORRECT ED TO CAST A BALLOT.**
- If a Voter is in the poll book (and correct ED) **then** the voter must **Vote** on machine (Normal Poll Procedures)
- If a Voter lives in an ED, but is not in the poll book **then the voters may** Vote by Affidavit Ballot (paper ballot) OR seek Court Order to vote in the ED in which they live.

Emergency Ballots

- Permission **MUST** be given by the Board of Elections before Emergency Ballots may be issued. Emergency Ballots are **ONLY** used for Machine Breakdowns.
- The Inspector writes "E.B." in place of the public counter number in the poll book
- The Inspector provides the voter with the Emergency Ballot and the Emergency Ballot Envelope.
- The Voter votes in private on the Emergency Ballot.
- The Voter fills out all parts of the Emergency Ballot Envelope and seals the Ballot inside the envelope.
- The Inspector makes sure the voter has filled out the required information and signed the envelope.
- The Inspector then signs the envelope.
- The Envelope is placed in the Affidavit/Emergency Ballot Return Envelope.

Affidavit Ballots

- The Voter must live in the ED but **NOT** have a record in the Poll Book in order to vote by Affidavit Ballot.
- The Inspector provides the voter with the Affidavit Ballot and the Affidavit Ballot Envelope.
- The Voter votes in private on the Affidavit Ballot.
- The Voter fills out all parts of the Affidavit Ballot Envelope and seals the Ballot inside the envelope.
- The Inspector makes sure the voter has filled out the required information and signed the envelope.
- The Inspector then signs the envelope.
- The Envelope is placed in the Affidavit/Emergency Return Envelope.
- The Inspector records the required information on the Challenge Report.

Court Order

- A Court order is issued by a Judge to a voter who lives in the election district, wishes to vote on the machine and whose name does **NOT** appear in the poll book.
- The Inspector should take the Court order from the voter
- The Inspector should make sure the election district is correct.
- The Voter **MUST** be allowed to vote on the machine.
- The Inspector places the Court Order in Affidavit/Emergency Ballot Return Envelope.
- The Inspector records the required information on the Challenge Report.